

DEPARTMENT OF THE NAVY  
Office of the Chief of Naval Operations  
Washington, DC 20350-2000

OPNAVINST 3140.54A  
N096  
5 November 1993

OPNAV INSTRUCTION 3140.54A

**From:** Chief of Naval Operations  
**To:** All Ships and Stations

**Subj:** SUBMISSION OF METEOROLOGIC  
AND OCEANOGRAPHIC (METOC),  
ASTROMETRY, AND PRECISE TIME  
AND TIME INTERVAL (PTTI)  
REQUIREMENTS

**Ref:** (a) OPNAVINST 5000.42D (NOTAL)  
(b) NAVOCEANCOMINST 3140.1J  
(NOTAL)  
(c) OPNAVINST 3140.55

**Encl:** (1) Meteorological and Oceanographic  
(METOC), Astrometry, and Precise  
Time and Time Interval (PTTI) Need  
Submission Format

**1. Purpose.** To define a procedure for submitting needs for new or modified meteorological and oceanographic (METOC), Astrometry, or Precise Time and Time Interval (PTTI) products, services, equipment or technical guidance. This instruction has been extensively revised and should be read in its entirety.

**2. Cancellation.** OPNAV Instruction 3140.54.

**3. Background.** The Oceanographer of the Navy, Chief of Naval Operations (CNO) N096, is the central point of contact within the Department of the Navy on all matters concerning oceanography and meteorology. All METOC and PTTI needs and requirements will be screened and reviewed by CNO (N096). The Commander, Naval Meteorology and Oceanography Command (COMNAVMETOCCOM), Superintendent, Naval Observatory (NAVOBSY), and other appropriate cognizant activities assist CNO (N096) by preparing cost and operational effectiveness analyses, and by providing plans and guidance for satisfaction of validated METOC requirements. Where appropriate, COMNAVMETOCCOM will also recommend precedence in developing an integrated survey plan to accomplish ocean data collections. NAVOBSY performs similar functions for astrometry, precise time and time interval requirements, which

are programmed by the Oceanographer. Related program manager activities are described in reference (a).

**4. Applicability.** This instruction addresses validation of needs and the development of requirements. It applies to the submission of all METOC, Astrometry, and PTTI requirements for equipment for oceanographic data and information. Guidance for requesting established METOC products and services and for standard equipment on the allowance listing is contained in reference (b). The policy and procedures set forth in this directive are applicable to all Navy and Marine Corps activities. Procedures for submitting Mapping, Charting, and Geodesy (MC&G) requirements are contained in reference (c). CNO (N810) is the Navy single point of contact for joint requirement matters.

**5. Procedures**

**a. Action.** Any command or activity with an operational or emerging need for METOC, Astrometry, and PTTI support or associated capability will submit its need statements to the Oceanographer of the Navy (N096) via the appropriate chain of command. The submissions should include the information requested in enclosure (1) and use the following guidelines for assigning submission priorities:

**PRIORITY**

**DEFINITION**

**1 ESSENTIAL**

A show stopper; unable to perform mission without excessive loss or unacceptable failure rate. Cost of doing business and/or solves safety problems.

**2 CRITICAL**

Addresses severe risk in carrying out assigned mission, and/or significantly increases survivability.

**3 IMPORTANT**

Significantly increases warfighting capability. Precludes serious risk (success or safety) in carrying out a primary or secondary mission.



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PRIORITY	DEFINITION
4 VALID	Enhances warfighting capability but could be delayed or deferred with some operational risk.
5 EXCESS	Provides additional capability, but acceptable alternatives exist, or the risk is within acceptable bounds.

**b. Responsibilities.** CNO (N096) screens METOC, Astrometry, and PTTI needs through a process that involves COMNAVMETOCCOM, NAV-OBSY, and/or other program offices as appropriate. Needs, recommended for validation, which cannot be satisfied within the existing oceanographic program will be forwarded to CNO (N8), as a Mission Need Statement, under the Oceanographer's signature, for further programming.

**c. Funding.** Needs that can be satisfied by a change in doctrine, tactics, or procedures will be treated accordingly. If existing resources are insufficient, the requirement remains valid and may face revalidation, but usually awaits funding from the next Program Objectives Memorandum (POM) cycle or a reprogramming action. Research, Development, and Acquisition (RDA) activities should plan to use standard oceanographic products if possible. Needs for new or modified products should be identified at the earliest possible time in the acquisition program development process, and documented in accordance with reference (a). Program sponsors who require unique, system-specific oceanographic products may be required to program and fund the marginal cost of those products.

**d. Analysis.** COMNAVMETOCCOM, NAV-OBSY, or other appropriate cognizant activities, will analyze validated needs and prepare a cost and operational effectiveness analysis (COEA) as directed by the Oceanographer. CNO (N096) will assign each validated need a priority, review the attached recommendation and approve or reject the COEA. The selected activity will propose an appropriate product or service to satisfy each approved need and prepare a formal requirement document, similar to an abbreviated Operational Requirements Document (ORD).

This documentation will reflect cost, schedule, and performance criteria for approval by the resource sponsor and originator. It may also include recommendations for enabling research and development from other activities, and may be translated into a Non-Acquisition Program Decision Document (NAPDD). The requirement shall remain valid for 3 years following approval of the ORD or NAPDD, and may be renewed.

**6. Tracking.** Activities assigned to complete deliverables will keep CNO (N096) advised of significant progress or delays through their respective chain of commands and/or program management channels. CNO (N096) will convene an annual workshop to discuss progress towards satisfying existing requirements and to review new requirements.

## 7. Requests for Technical Guidance

**a. Sources.** Commands or activities requiring operational guidance or consulting services concerning METOC, Astrometry, and PTTI matters should contact the closest COMNAVMETOCCOM or NAVOBSY activity to determine if the desired support can be provided locally. Reference (b) lists COMNAVMETOCCOM activities and locations.

**b. Assistance.** COMNAVMETOCCOM/NAVOBSY services available include, but are not limited to, the following:

(1) Assistance in identifying and defining METOC support requirements,

(2) Assistance in defining and resolving environmental support and applications problems,

(3) Assistance in the application of meteorological and oceanographic factors in the development of strategy, tactics, and plans.

**c. Development.** Assistance in the early development of emerging weapons, sensors, and command and control systems regarding identification of METOC, Astrometry, and PTTI effects on the systems' performance, design, and operational support, should be requested from COMNAVMETOCCOM/NAVOBSY, with an information copy to CNO (N096).

**8. Report.** The reporting requirement contained in paragraph 5.a. is exempt from requests control by SECNAVINST 5214.2B.

G. L. CHESBROUGH  
Oceanographer of the Navy

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METEOROLOGICAL AND OCEANOGRAPHIC (METOC), ASTROMETRY, and PRECISE TIME AND TIME INTERVAL (PTTI) NEED SUBMISSION FORMAT

1. SYSTEM/JOINT MISSION AREA SUPPORTED  
State system(s), function, or operation affected and label according to Joint Mission Area/Support Area, Office of the Under Secretary of Defense (Acquisition) Mission Areas, or Naval Warfare Task Area.
2. MISSION AND RISK ANALYSIS  
Identify and describe the mission need or deficiency.  
Include a priority recommendation based on risk.
3. NONMATERIAL ALTERNATIVES  
List proposed alternatives considered and shortcomings of existing products or support services.
4. POTENTIAL MATERIAL ALTERNATIVES  
Suggest data, models or oceanographic decision aids which may satisfy the operational or emerging need. Outline in general terms the key capabilities desired.
5. CONSTRAINTS  
Include geographic area(s) of interest, granularity of data, and seasonal (temporal) coverage required. Area priorities will be provided by Joint Chiefs of Staff and appropriate Commanders in Chief, through the approval of integrated plans.
6. POINT OF CONTACT  
Activity and telephone number for amplifying information.

Department of Defense Manual 5000.2-M of February 1991 (NOTAL) contains additional guidance keyed to acquisition documentation as discussed in reference (a).

Enclosure (1)